Designation	MIS and Database Associate
Organization Name:	Social Awareness Center SAC Nepal
Level	5
Location of the Post	Birendranagar, Surkhet (With frequent field visit)
Immediate Supervisor	MDO
Position to be supervised	
Reporting to	MDO and District ARH Manager
Field	Program working area

Background

USAID Adolescent Reproductive Health (ARH) is a five-year project funded by the U.S. Agency for International Development (USAID). Led by CARE Nepal and in partnership with Howard Delafield International (HDI), Jhpiego, Association of Youth Organizations Nepal (AYON), and Nepal CRS Company, USAID ARH is an initiative to empower girls and boys 10-19 years of age, including the most marginalized, to attain their adolescent reproductive health rights. The project ensures the full participation of adolescents in the design and implementation of all activities. The primary goal of USAID ARH is to support adolescents to reach their full potential and strengthen public systems and private entities to create an enabling environment for healthy ARH behaviors.

JOB SUMMARY

The MIS and Database Associate is primarily responsible for reporting the project data in the MEL MIS system. Likewise, s/he will also be responsible for assisting the MDO in establishing a proper documentation system for the USAID ARH Project at the district level. S/he will support the MDO, technical officers based at the district office, and other staff based at the municipality level to ensure timely entry of data into the MEL MIS system ensuring quality; processing the information from the system and performing descriptive analysis Jointly with MDO to produce brief reports for programmatic discussion in different reflection platforms. S/he will closely work with the MDO and District ARH Manager, and other program staff to support in producing periodic reports. In close coordination with the MDO, s/he will ensure that the issues in the system are identified and communicated to the concerned focal person from the province on time.

KEY RESPONSIBILITIES AND TASKS:

R1. Data Collection, Compilation, and Entry:

- Ensure timely collation of the records from project implementation municipalities.
- Ensure the accuracy and completeness of data by performing quality checks and validations before entering the MEL MIS system.
- Enter the project activity data into the MEL MIS system timely and efficiently.
- Support the program team to accurately create events using the mobile application after the completion of events.
- Collect data from working municipalities during internal data collection/surveys i.e. project participants feedback survey, school data, municipality data, health facilities data, group-level data, and project monitoring data.

R.2. Data Management:

- Documentation and organization of the records received at the office, project guidelines, maintaining the data inventory, back up, and ensuring data integrity and security.

- Identify discrepancies and issues in the MIS system and communicate the same with MDO on time to resolve the issues promptly.
- Follow and adhere to the USAID ARH data management procedures and protocols.
- Ensure data security by following the documentation guidelines.

R.3 Data Analysis and Reporting:

- Process the data obtained from the MIS system by performing descriptive analysis.
- Prepare charts, tables, and infographic reports based on the MEL MIS data sets, and present those jointly with MDO in monthly meetings.
- Support MDO and other team members in interpreting data and making informed decisions.
- Support MDOs in preparing periodic progress reports.

R.4 Support in coordination, program planning, implementation, and Monitoring:

- Support program team in evidence-based planning and implementation maintaining quality.
- Support technical officers, municipality-based staff, board members, and municipality officials in planning and monitoring.
- Support MDO and DAM for on-site and database monitoring.
- Support the program team and board of organization through MDO/DAM for strengthening institutional MEAL capacity along with a gender-responsive lens in all actions and decisions.

R.5 Support in operation of the program:

- Support the organization and program team in maintaining quality of documentation.
- Follow the organizational operational based and safeguarding based rules, policies and procedure.

Working conditions: Based in the district office an estimated 40% travel to project-implementing municipalities/wards/communities for MEL-related data collection and monitoring of the project activities.

Person Specification Requirements (Qualification, knowledge and skills):

- High School (+2/PCL) degree in a relevant field. Bachelor preferred.
- Training in Computer applications with Microsoft Office package (MS Word, MS Excel, MS PowerPoint, MS Access, etc.).
- Must have two years of working experience in managing the project or survey data for the institution.
- Proven experience in data entry, data management, and data analysis.
- Proficiency in using data collection and management software and tools (e.g., Microsoft Excel, Access, KOBO, and other data management software)
- Familiarity with the Pivot table analysis tool in Microsoft Excel and data visualization tools is desirable.
- Strong attention to detail and accuracy in data handling and analysis.
- Excellent communication skills, both verbal and written, with the ability to convey technical information to non-technical audiences.
- Ability to work effectively in a team, collaborating with colleagues from diverse backgrounds and disciplines.
- Strong time management skills, with the ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Commitment to maintaining confidentiality and adhering to ethical standards in handling sensitive data.

- Strong interpersonal communication skills
- Basic understanding of the relationship between government officials, local level, and key stakeholders
- Experiences and understanding in governance, social accountability in health, GESI, SBC, and social norms.
- Have a valid two-wheeler driving License.

Approved by: _____ Date: _____

Agreed by: _____ Date: _____